



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Agency: State Budget Agency		BU: 000057
Division:	Section/District:	
Job Title: Governor's Summer Intern- Budget Agency		Job Code:
Working Title (if different from above):		
Reports To: Budget Director, Deputy, Budget Director or Assistant Director		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date: May 2012
Job Opening ID# : 577642		

Purpose of Position/Summary:

The Budget Agency Intern is responsible for a variety of Agency projects and support. The objective of the position is to provide a valuable learning experience for the intern, as well as to assist the Agency in completing their assignments and responsibilities.

Essential Duties/Responsibilities:

The duties of the position are various and will change as the needs of the Agency change. Examples of past assignments include analysis of revenue and expenditure data, fund analysis, and research of various topics.

Job Requirements:

- Education — Working towards a Bachelors Degree in Public Administration, Business Administration, Economics, Accounting or a related field.
- Experience — None required. Some relevant work experience preferred.
- Skills —
 - Some knowledge of the budgetary process, the State's accounting principles and procedures, and state rules and regulations.
 - Broad knowledge of state government structure, administrative procedures and the legislative process.
- Analytical and quantitative skills including knowledge of finance, accounting, statistics and economics.
- Ability to operate computer tools.
- Good research and writing skills.
- Good interpersonal and communication skills suitable for a wide variety of contacts.
- Confidence and ability to learn on the job and adapt quickly to changing circumstances.

Difficulty of Work:

The Intern's work is broad in scope and requires the ability to work with many different individuals. The work requires the strong ability to manage one's own time and to adequately prioritize job responsibilities.

Responsibility:

The intern will make recommendations to the division director regarding contract tools and enforcement procedures for which the intern will be the primary researcher. The intern will be involved in the development of the monitoring tools based on recommendation.

Personal Work Relationships:

Duties will necessitate working closely with co-workers and potentially individuals outside the Agency.

Physical Effort:

Position does not require any effort greater than normal office duties.

Working Conditions:

Involves normal office working environment.